

Town of Encampment  
Regular Meeting  
April 11, 2024  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 11, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor; Trevor Vorn, Maintenance/Operator and Martha Ralston, Deputy Clerk. Public Guests were Wyatt Craig from Mother Mountain Anglers and Crystal Gillen and Josh Saier from the Sierra Madre Muzzleloaders. Audience members were Clint Bassett, Cheyenne Board of Public Utilities; Gary Stull, Ted Benedict, Nicole Reed, Coyde Fickel and Jon Nelson of North Fork Engineering.

The meeting was called to order by reciting the Pledge of Allegiance.

**AGENDA**

Banach moved to approve the agenda with the correction and the additions, Reichert seconded and the motion was passed.

**MINUTES**

Reichert moved to approve the minutes of the March 14, 2024 regular meeting and the April 04, 2024 Workshop Session as distributed, McKinney seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey advised that at 75% of the budget year, revenues were at about 106.96% of budget and expenses were at 83.09%. She noted that the figures will be adjusted with the budget amendment. Munson moved to approve the March 2024 financial statement, the March 2024 payroll and contracted liabilities in the amount of \$26,451.49 and the regular monthly bills in the amount of \$47,734.65, Banach seconded and the motion was passed.

Blue-Cross/Blue-Shield of WY \$6,284.67	Rocky Mtn. Fire Systems \$475.00	<b>TOTAL \$49,734.65</b>
Bridger Fabrication \$153.40	Rocky Mtn Air Solutions \$140.12	<b>PAYROLL &amp; CONTRACTED</b>
Carbon Power & Light \$4,928.17	Russell Industries, Inc \$13,327.35	<b>LIABILITIES</b>
CNA Surety \$100.00	Saratoga Sun \$100.00	AFLAC \$75.28
Communication Tech. \$1,070.00	SCWEMS \$3,842.00	Workers Compensation \$481.35
Corkle Oil, LLC \$427.00	Shively Hardware Co. \$22.32	WY Retirement System \$2,778.73
Grainger, Inc \$130.48	Union Wireless \$507.69	WY Retirement- VFD \$318.75
Green Mtn. Customs, LLC \$1,300.00	UPRSWDD \$8,108.12	US Treasury \$2,082.70
LGLP \$3,104.00	US Postal Service \$204.00	US Treasury \$2,007.16
North Park Propane \$1,695.80	Visa \$2,401.11	Net Payroll \$18,707.52
Olde Trading Post \$117.19	Wreck-A-Mend Collision Ctr \$505.79	<b>TOTAL \$26,451.49</b>
One-Call of Wyoming \$3.00	Xerox Financial Services, LLC \$91.75	
Riverside Garage & Cabins \$200.70	Xesi Document Solutions \$30.00	
	ZEP Sales & Service \$464.99	

**PUBLIC GUESTS**

Sierra Madre Muzzleloaders-Josh Saier and Crystal Gillen: Mr. Saier thanked the council for their prior support and asked for the use of the Town grounds behind the museum for the Marion Baker Invitational Black Powder Shoot on June 1<sup>st</sup> and for the Mountain Man Rendezvous July 26<sup>th</sup> - 28<sup>th</sup>. Ms. Gillen presented the council and clerk with flyers for the events. They asked the council to consider the \$500.00 sponsorship and the four porta potties as in the past. Reichert moved to allow the use of the grounds and the sponsorship and support for the event, McKinney seconded and the

motion was passed. Mr. Saier and Ms. Gillen thanked the council noting that it has been going very well and that they appreciate their continued support. Mayor Fagan noted that it was a great event. Ms. Gillen asked if there were any concerns about cleanup last year and noted that they would still like the organizers to move in on Wednesday the 24<sup>th</sup> if the council was in favor of that. She noted that they would post signs keeping others out. The council agreed that everything was fine, they could move in early and thanked them again for a great event.

Wyatt Craig- Mother Mountain Anglers: Mr. Craig was present to ask the council about the use of the park and the stage on June 8<sup>th</sup> for the 8<sup>th</sup> annual Tale of Two Cities Disc Golf Tournament. He also asked if the Town would like to purchase a flag for the event at a cost of \$100.00 as in the past. Banach noted that he has only heard good things about the event. Munson moved to allow the use of the grounds, the stage and the purchase of a flag in the amount of \$100.00 for the event, Banach seconded and the motion was passed.

Mr. Craig also noted that Mother Mountain Anglers would be holding the 2<sup>nd</sup> annual Fireworks Ball on May 11<sup>th</sup> to raise money for the annual Fireworks Display. He invited the council to come up and enjoy some music and the cash bar. The council thanked them for all of their efforts and for making a great fireworks display last year.

### **UNFINISHED BUSINESS**

Sewer Lagoon Project- Operation Update- Disposal of Screened Material- Options: Mayor Fagan noted that Sunrise Sanitation was willing to take the material from the headworks at a cost of \$25.00 a month for weekly pickup. She noted that it would save the employees from having to run to Saratoga when they could better utilize their time. Banach moved to approve the use of Sunrise Sanitation at a cost of \$25.00 per month with weekly pickup, Reichert seconded and the motion was passed. Clerk/Treasurer noted that she needed to submit the lagoon improvements to the property insurance carrier. The Council agreed by consensus to have the clerk work with public works and the engineer on the matter, and submit the addition to the property insurance carrier for review.

North Fork Engineering Task Order- Phase 2 of Sewer Lagoon Project- \$260,000.00: Mr. Nelson noted that he had made the changes discussed in the workshop to the project date range and adjusted the mileage rate to the IRS rate. Banach noted that he appreciated the workshop being done and getting answers beforehand. Munson moved to approve the Task Order for Phase 2 of the Sewer Lagoon Project, Banach seconded and the motion was passed.

Extension of Irrigation to Block 109- Discussion of Costs: It was noted that in the past that from the main to the riser was done at the expense of the resident including both parts and labor. An estimate was presented in the amount of \$1,437.27. There are four property owners in the block. Audience member Ted Benedict noted that he was one of the property owners and that he advised how the situation worked with Cabon Power & Light noting that if others tied on, they would rebate some of his expense. Discussion ensued about this issue. It was noted that the cost could be divided by four. The clerk noted that it would not seem fair to bill property owners on undeveloped land since there is no billing relationship. It was noted that they could be billed when the extension is made to their land.

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Banach moved to allow the extension with Mr. Benedict covering ¼ of the cost and the remaining property owners to be billed accordingly when they extend, Munson seconded and the motion was passed.

### **COMMITTEE REPORTS**

Police Department- Kevin Shue, Chief: A written report was submitted.

Fire Department: Clerk/Treasurer and Fire Department Secretary Harvey advised the council that even though it was under the spending limit, the Fire Department had purchased a 50" Smart TV and a projector and supporting equipment for training. She expressed thanks on their behalf for the purchase and advised that it will be a great help with training.

Planning Commission: Minutes of the previous minutes were distributed.

Department of Public Works: Public Works Supervisor Acord asked the council if they would be willing to keep Katrina Nuhn as an emergency backup operator of something happens. She would no longer get the monthly rate and would be paid \$25.00 an hour if needed. Banach moved to keep Katrina Nuhn designated as a backup operator for \$25.00 an hour when needed if she is willing, McKinney seconded and the motion was passed.

Banach noted that the clay sewer pipe report requested at the workshop and given to council was very good and that he understood why that could not be addressed until after phase 2 of the sewer project.

Clerk/Treasurer- Doreen Harvey, CMC: A written report was submitted. She noted she had items on the agenda.

Recreation/Cemetery/Parks: No Report.

Carbon County Council of Governments: Mayor Fagan noted that they listed to a presentation about CrowdStrike at the last meeting.

Watershed Protection Committee: No Update.

### **ADDITIONS TO THE AGENDA**

Garden Club- Request for Use of Foyer for a Plant Exchange: Clerk/Treasurer Harvey noted that a member of the Garden Club had contacted her asking if they could put a 3' x 8' table in the foyer and have a plant exchange that would be accessible 24/7. She advised that they would maintain the plants. The council asked the clerk if she was okay with that. She noted that it was okay as long as her plants did not disappear and if she could stop it if it became an issue. The council agreed by consensus to allow the use.

Sandy Martin- Changing Tables: Clerk/Treasurer Harvey noted that Mrs. Martin was again requesting changing tables in the Opera House bathrooms. She noted that in the past it was decided that there was not room, but that there was plenty of counterspace in the bathrooms. Discussion

ensued about whether or not they could be done safely. It was noted that the heaters may present an obstacle. And that the ADA stall might be able to be utilized. Council instructed the Public Works Department revisit the issue to see if we want to stand by the decision.

### **NEW BUSINESS**

IFNF Grant Application Partnership Request: Mayor Fagan noted that the issue had been directed to a workshop for discussion about the request for support of the Innovative Financing for National Forests grant. She asked the council how they felt about supporting the grant to look into funding options. Munson noted there would be no obligation to the Town to support the issue until further in the process. McKinney moved to approve writing a letter of support for the project. Audience member Nicole Reed interjected into the discussion that she was a citizen here and worked on habitat projects both public and private. She wanted to bring concerns from partners around the area. She noted that existing partnerships had been able to pay for projects through corporate and other partners. She noted that on a letter of support they had provided that all of the partners have since removed their names. She cited State Forestry and SERCD specifically. She noted that her name was not listed nor that of the Mule Deer Foundation. Mayor Fagan noted that she was aware of those that had removed their names. Ms. Reed noted that they not been able to present to them and have no idea what it means to be a partner. They want information and have not received it or been invited to meetings. Munson noted that they are looking for partners which is part of the process. It was also noted that this letter of support is for the grant to look into funding and resolve those issues and potentially identify partners. McKinney restated her motion to provide a letter of support for the IFNF grant, Banach seconded and the motion was passed with Reichert voting no.

Purchase of Encampment School Senior Banners- 8 @ \$110.00: Mayor Fagan noted that the estimated for the banners was from North Park Signs out of Walden, Colorado. Reichert moved to approve the purchase of the senior banners at a cost of \$880.00, McKinney seconded and the motion was passed.

Trevor Vorn Level II Water License as of March 22, 2024: The council congratulated Maintenance/Operator Vorn on his achievement. Banach moved to award a .50 cent and hour raise effective March 22, 2024, Banach seconded and the motion was passed.

Cody Fire School- Tuition \$110.00- 5 Rooms for 2 Nights plus Expenses: Clerk/Treasurer Harvey noted that tuition was \$110.00 and the room rate was \$119.00. 8 to 10 members were likely to attend. Munson moved to approve the tuition, lodging and expenses for Cody Fire School, Banach seconded and the motion was passed.

Purchase of Mosquito Chemical, Cleaning Solution etc.: Clerk/Treasurer Harvey noted that the cost of chemical was estimated at \$10,494.78 plus freight and that Riverside would be reimbursing for their portion and that Carbon County Weed and Pest may also cover the cost of chemical. Reichert moved to make the purchase as presented, Banach seconded and the motion was passed.

Police Department- Purchase of Laptop-Estimate \$1,500.00: Chief Shue noted that it is for a mobile data terminal and that he has kept putting it off, but it is becoming necessary. Clerk/Treasurer Harvey

noted that it was a good candidate for use of Impact Funding. Banach moved to approve the purchase, Munson seconded and the motion was passed with Banach noting that we need to support our police.

Town Hall Counter Section-Discussion of Possible Cost: Clerk/Treasurer Harvey noted for the council that she had spoken with Jade Blake about an estimated cost for the for a section of tall counter to complete the office. She noted that he could not give an estimate because costs were unknown, but that if the same length of counter at a lower height were up to \$3,500.00 she thought the taller counter would be up to \$4,500.00. She noted that she would like to see the counter completed while we can. Reichert moved to allow up to \$4,500.00 for the completion of the counter in the office, Munson seconded and the motion was passed.

Cheyenne Board of Public Utilities-Request to Place a Storage Container on Town Property: Clint Bassett from the Cheyenne Board of Public Utilities was present to ask about the possibility of putting a storage container on town property for storage of the snowcat or side by sides used for access in the watershed. He noted that he was not seeking permission tonight, but that he would like to have a place to store the equipment so it does not have to be hauled back and forth when someone is lodging in the area. Mayor Fagan asked if anything hazardous would be stored or if there would be any security issues. Reichert asked if it would be year-round and asked about the length which was noted to be 40'. Mr. Bassett noted that the goal would be to prepare a foundation, then set it. He noted that there would be no chemicals other than the fuel in the machines and that there was discussion to be had on the matter. Mayor Fagan noted that Encampment recently passed an ordinance addressing storage containers. The council thanked him for attending and noted that they would be willing to discuss the issue further.

Advertise for Seasonal Parks Department Employees: Banach moved to advertise for seasonal parks department employees, Reichert seconded and the motion was passed.

Repair of Casket Lowering Device- Estimate \$1,000.00: Discussion ensued about the repair of the device. Replacement was brought up. It was noted that the cost to replace was approximately \$3,700.00 plus freight, but that it could be more or less. Public Works Supervisor noted that we have had the device for about ten years. The part that controls descent failed prior to his starting with the town and was not correctly repaired. The cost of freight there and back would also need to be added to the estimate. Use of other area devices would cost rent, mileage and the cost of outside personnel to use it due to liability. Further discussion ensued with it being noted that it was an important piece of equipment and it needed to be dependable. Munson moved to purchase a new casket lowering device, Reichert seconded and the motion was passed.

Replacement of GIS Unit: Public Works Supervisor Acord noted that the current device is used to map the location of valves, manhole etc. and is very much obsolete. He has suggested an Android Device with a receiver and base station and would have accuracy within an inch. Munson moved to allow the purchase of a new GIS unit and supporting equipment at a cost of \$2,042.30, Banach seconded and the motion was passed.

FY2023/2024 Budget Amendment- 1<sup>st</sup> Reading: Clerk/Treasurer Harvey reported that the ordinance included revenues and expenses totaling \$4,411,238.52. She noted that she added the additional

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project expenses and moved some expenses between lines to reflect where money was actually being spent. Banach moved to accept the 1<sup>st</sup> Reading of the FY2023/2024 Budget Amendment as presented, Reichert seconded and the motion was passed.

FY2024/2025 Budget- 1<sup>st</sup> Reading: Clerk/Treasurer Harvey reported revenues projected at \$3,121,951.75 and expenses at \$3,125,500.36 with the shortfall of \$3,548.61 occurring in the Sewer Department. She noted that she had not yet received revenue estimates from the state and was still gathering information. She noted that she should have more solid estimated by the 2<sup>nd</sup> reading. Munson moved to accept the 1st Reading of the FY2024/2025 Budget as presented, McKinney seconded and the motion was passed.

Executive Session- Personnel: At 8:02 p.m. McKinney moved to enter into executive session for the purpose of discussing personnel, Munson seconded and the motion was passed. Those included were Mayor Shannon Fagan and Council members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. At 8:22 p.m. Munson moved to return to regular session and seal the minutes and place them in the safe, McKinney seconded and the motion was passed.

Reichert made a motion to release Jacob Jump and allow him to stay on the medical insurance through June 30, 2024, Munson seconded and the motion was passed.

Reichert moved to hire Clinton Blake at a rate of \$18.00 and hour, Munson seconded and the motion was passed.

Reichert moved to keep Frank Martin on for an additional six months and give him a \$1.00 an hour raise, McKinney seconded and the motion was passed.

**CORRESPONDENCE:**

**CCEDC, CCSPTJPB, CCCOG, CCVC (DCC); CCEDC; SCWEMS, SPVCC, UPRSWDD, WAM, WARWS, info and news letters**

**USFS-LaVa Information-via email**

**Carbon County Emergency Management- Region 3 Hazard Mitigation Plan-via email**

**UPRSWDD- Public Notice**

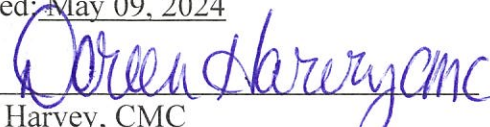
**Carbon County Planning and Zoning-request for zone change**

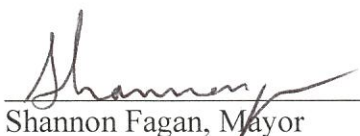
**WY Childrens Trust fund- April is Child Abuse Prevention Month**

With no further business, Munson moved to adjourn at 8:25 p.m., Banach seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: May 09, 2024

Attest:   
Doreen Harvey, CMC  
Clerk/Treasurer

  
Shannon Fagan, Mayor